

REPORTS INVENTORY				CONTROL NO. 014	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.) Report of Activities - []				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc) Dispatch		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Security	
10. PREPARING COMPONENT (include lowest level contributing information to report) Security Officer, []		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	\$6.82		8		\$54.56		4		\$218.24
GS-05	3.15		4		12.60		4		50.40
									\$268.64

B. COSTS OF COMPUTER PRODUCED REPORTS

N/A					
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TOTAL COSTS PER YEAR

\$268.64

3. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To keep the Director of Security apprised of the activities of Security Careerists detailed to serve as security officers at overseas facilities. This reporting began in January 1968 on a monthly basis and was recycled to a quarterly basis in November 1968.

MOR/CDF

14. FUTURE GOALS

15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE		0	0
<input type="checkbox"/> DISCONTINUE			
16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION [] SA/DD/PTOS/OS		18. EXTENSION []